MDOT - Monitoring of Sub-Recipient Activities

Sub Recipients must submit a written Title VI Plan to MDOT which gives an overview of their policies and procedures in place to ensure non-discrimination. **At a minimum, the sub-recipient's Title VI plan should include the following:**

- *A nondiscrimination policy statement*
  The sub-recipient's Title VI policy statement should be signed by the top agency official or their designee

- *Organization and Staffing of the sub-recipient's Civil Rights Unit*
  Smaller entities may not have a civil rights unit but may designate an individual to perform this function. Provide the name, title, and contact information regarding the individua1(s) responsible for Title VI compliance.

- *Title VI Self Monitoring and Review Process*
  For each of the following major program areas, if applicable, summarize how Title VI monitoring, will be accomplished by the entity:
    a. Planning
    b. Project development
    c. Right-of-Way
    d. Construction
    e. Research
    f. Public involvement
    g. Compliance

- *Data Collection*
  Explain what data is collected that supports nondiscrimination in your activities such as:

    a. The number of public meetings, dates held, and steps taken to notify individuals who may be affected by you actions as a result of the meeting.

    b. Steps taken to meet any Limited English Proficiency (LEP) needs where warranted (interpreters, translators, advertising, or providing printed media in languages other than English, etc.) How often and under what circumstances does the sub-recipient perform LEP activities?

    c. Date of service requests and date of resolution. This information may provide evidence that services were provided in an equitable manner and that no group was provided preferences in regard to services. Where is data related to services maintained?

    d. Nature of discrimination complaints (if any) and the resolution.

Note: Generally, data is not forwarded to MDOT. However, your Title VI plan must provide information regarding who MDOT may contact to review this information if necessary.